

DFD 1490-79
Copy of 8
6 March 1979

MEMORANDUM FOR: Acting Chief, DFD
Chief, Administration
Chief, Personnel
Chief, Travel
Chief, Material
Director of Operations
Chief, Research & Development
Comptroller

SUBJECT : Joint Travel Regulations

1. It has recently come to the attention of this office that there may be some misunderstanding of the Joint Travel Regulations concerning the utilization of Government quarters by military personnel, while performing travel.

2. Joint Travel Regulations require certificates or statements by the commanding officer or his designated representative at any JTR point attesting to the non-availability of Government quarters when not utilized and when the length of temporary duty is in excess of 24 hours. For periods of delay of less than 24 hours, the JTRs require a certification by the traveller as to the utilization, as distinguished from availability, of Government quarters.

3. For the ready reference of those concerned, there is attached a copy of the applicable JTR governing the use of Government quarters.

4. It is kindly requested that each section chief bring this memorandum to the attention of the employees under his supervision to insure that each traveller is aware of the regulatory requirement. Expense vouchers must be processed, for military personnel, in accordance with the provisions of the Joint Travel Regulations.

Distribution:

- 1 - Acting Chief, DFD
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- 9 - Reading (Finance)
- 10 - Chrono. ✓

SIGNED

Comptroller DFD-AC/P

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